



POLICE RECRUIT

2016 – 2017 GENERAL INFORMATION PACKET

REQUIREMENTS TO FILE:

- Twenty years of age or older at time of filing.
- U.S. high school graduate or G.E.D. equivalency.
- Valid driver's license.
- U.S. citizenship or have applied for citizenship. Citizenship must be granted within three years of appointment (1031.5 Government Code).
- No felony convictions.
- Ability to:
 - Read and make sound decisions;
 - Comprehend and retain technical training materials;
 - Endure periods of strenuous physical activity requiring good balance, coordination, flexibility, endurance and strength;
 - Be compassionate, culturally sensitive, and non-discriminatory to a diverse population;
 - Exercise tact using excellent interpersonal skills, solve problems, and demonstrate good mediation skills during highly confrontational situations.
- Possess good:
 - Observation, writing, communication and human relation skills;
 - Leadership and public service qualities.

EXAMINATION WEIGHTS:

In order to complete this application process, applicants must take either the NTN Exam or the PELLETB Exam and complete the online Long Beach Civil Service application for Police Recruit.

1. National Testing Network (NTN) written examination administered by NTN is the Entry Level Law Enforcement Test entitled "FrontLine National". The written examination will cover the following: Human Relations, Written Language, Reading and Comprehension. **The deadline to complete the written examination through NTN is March 10, 2017.** Applicants must schedule a testing date through nationaltestingnetwork.com.

Applicants who have tested with NTN within one year of the filing application date may not have to test again and should submit the scores to the City of Long Beach through NTN by the filing date.

OR

- 2A. The California POST Entry-Level Law Enforcement Test Battery (PELLETB) written examination will be administered by the City of Long Beach Civil Service Department periodically. Qualified applicants will be invited to self-schedule and select a test date. **Testing dates will be determined by the Civil Service Department and will be limited to availability.**

OR

- 2B.** Applicants whom have taken the POST PELLETB Examination with an approved agency and achieved a T-score of 45 or above within one year of the time of filing **(proof required)** may not have to test again and should submit the scores at the time of the application. The T-score breakdown must be provided in writing, on the agency/academy's letterhead or logo, and with the date of the test administration.

COMPENSATION AND BENEFITS:

Starting Salary: \$30.54 per hour while in the academy

- Full pay while attending the 40 hour per week basic academy
- Comprehensive benefits package
- Retirement:
 - If you were not an employee within the CalPERS system, or a reciprocal retirement system, prior to January 1, 2013, your CalPERS formula with the City of Long Beach will be 2.0% at 50 rising to 2.7% at 57, upon appointment to the classification of Police Officer.
 - If you were an employee within the CalPERS system, or a reciprocal retirement system, prior to January 1, 2013, and you have not had a break in service of 6 months or more, your CalPERS formula with the City of Long Beach will be 2.0% at 50 rising to 2.7% at 55, upon appointment to the classification of Police Officer.
- 4/40 work schedule after graduating from the academy
- Incentive pay for education, wellness, etc. More information on incentive pays using the following link: [Incentives Pay](#)
- Variety of assignments (K-9, SWAT, Motors, Narcotics, etc)
- Excellent promotional opportunities

DESIRABLE QUALIFICATIONS:

Recent college coursework in related fields. Bilingual language ability (Spanish, Khmer, or Tagalog) is desirable for some positions.

LONG BEACH POLICE DEPARTMENT DRUG POLICY

The Long Beach Police Department hiring standard concerning drug usage is as follows:

- **Marijuana** - any use of marijuana in the last **two years** will result in disqualification from the current hiring process. This is not a lifetime disqualification; just until a two-year period of no marijuana use has passed;
- **Other illegal drug use** (other than marijuana or hard drugs listed below) in the last **three years** will result in disqualification from the current hiring process. This is not a lifetime disqualification; just until a three year period of no illegal drug use has passed;
- No use of the hallucinogens **LSD and Mushrooms** within the last 10 years;
- Certain **hallucinogenic drugs (PCP, Bath Salts, etc.) and illegal intravenous drugs (heroin, methamphetamine, etc.)** is an automatic disqualification from this process. This is a **lifetime** ban. All other drug use will be assessed on a case-by-case basis and a determination will be made based on the applicant's overall qualifications.

LONG BEACH POLICE DEPARTMENT TATTOOS, SCARIFICATIONS, AND BRANDING POLICY:

Any tattoos, scarifications, or brands worn by uniformed and non-uniformed Department personnel shall NOT be visible while on duty or representing the Department in any official capacity. Any tattoo, scarifications, or brands must be covered with Department approved uniform (including, but not limited to, a long sleeved shirt, jacket, sweater, or pants) or Department approved business or casual attire.

POLICE RECRUIT TESTING AND HIRING PROCESS

The Police Recruit testing and hiring process will include two (2) phases: 1) Application Packet & Written Examination; 2) Police Review and Selection Process.

PHASE I – CIVIL SERVICE DEPARTMENT TESTING PROCESS

The testing process is conducted by the Civil Service Department. The testing process consists of two parts:

1. A review of your application packet for minimum qualifications; and
2. Passing either the written exam from the National Testing Network's (NTN) Entry Level Law Enforcement Test entitled "Frontline National" **or** the California POST Entry-Level Law Enforcement Test Battery (PELLETB) administered by the Long Beach Civil Service Department. *Submission of POST WAIVER (PELLETB t-score) within one year of filing an application will also be accepted.

You must submit an application and complete an examination or your Police Recruit application will not be processed.

Applications – Online applications will be available beginning 7:30 a.m., December 23, 2016 through 4:30 p.m., March 3, 2017. Candidates are responsible for completing the correct application. There are three applications: Police Recruit – NTN Exam, Police Recruit – PELLETB Exam, and Police Recruit – POST Waiver. Candidates may click [HERE](#) to complete one of the applications. If you have any questions regarding which application to file, please contact David Espinoza, Assistant Administrative Analyst, Civil Service Department, david.espinoza@longbeach.gov, (562) 570-6978.

POLICE RECRUIT – NTN APPLICANTS

Applicants who take the National Testing Network (NTN) written examination must do so by no later than **March 10, 2017**. Any scores reported to the City of Long Beach after **March 10, 2017**, will not be considered for placement on this eligible list. If an applicant has not taken the NTN exam **after** they complete an application, Civil Service staff will provide candidates with specific testing information. The administration of the Police Recruit written examination will be conducted by the National Testing Network (NTN) Law Enforcement Test entitled “**FrontLine National.**” Be advised that **FrontLine National** testing must be completed through NTN; completion of the FrontLine National examination is required by all candidates.

A fee is required to take the FrontLine National examination. A limited number of fee waivers are available through the City of Long Beach, **on a first come, first served basis. Proof of financial need is required.** Applicants **taking the NTN written examination must submit their scores no later than March 10, 2017.** Any scores reported to the City of Long Beach after **March 10, 2017** will not be considered for placement on this eligible list.

There is no need to fill out a Personal History Questionnaire (PHQ) through NTN and/or take a Physical Ability Test (PAT) as these two processes will be given by the Long Beach Police Department at a later date.

POLICE RECRUIT – PELLETB APPLICANTS

Applicants who take the California POST Entry-Level Law Enforcement Test Battery (PELLETB) written examination administered by the City of Long Beach Civil Service Department will be invited to self-schedule the exam date and time, depending on testing availability.

The Police Recruit – PELLETB Exam application will close when there are no more available dates and times. Candidates may still apply to Police Recruit – NTN and take the NTN written examination, by no later than March 10, 2017. Please see information above regarding NTN.

POLICE RECRUIT – POST WAIVER APPLICANTS

The written examination will be waived for candidates who have taken the POST Entry-Level Law Enforcement Test Battery (PELLETB) examination with an approved agency and achieved a T-score of 45 or above within one year of the time of filing (proof required). **The T-score breakdown must be provided in writing, on the agency/academy’s letterhead or logo, and with the date of the test administration.**

If you have any questions regarding the examination process, contact David Espinoza, Assistant Administrative Analyst, Civil Service Department, david.espinoza@longbeach.gov, (562) 570-6978. **It is the responsibility of the applicant to make sure that emails from the Civil Service Department are not routed to his/her junk or spam folder. Applicants will receive information throughout the application process through email therefore it is very important that the applicant checks his/her email regularly.**

Applicants placed on the Civil Service Eligible List will receive an email communication inviting him/her to attend the Police Recruit Orientation held at the Long Beach Police Academy. This marks the beginning of the evaluation process by the Police Department.

PHASE II – POLICE REVIEW AND SELECTION PROCESS

The second phase is conducted by the Long Beach Police Department. It begins with a mandatory orientation, which includes a process overview, pre-employment background questionnaire and a Physical Ability Test (PAT).

The PAT requires that the candidate do the following:

- Run 300 feet; scale a six foot solid wall; negotiate a 16 foot balance beam; run another 300 feet; and drag a 165-pound dummy 50 feet. The entire course must be completed within 2 minutes and 30 seconds.

The PAT is a pass/fail event. Applicants unable to complete the PAT will be provided with an opportunity to retake the test within one week. If the applicant is unable to successfully complete the second PAT attempt, he/she will be disqualified. Practice sessions may be available with the Academy Staff prior to the orientation.

After the PAT, candidates are required to participate in additional physical assessment events. The following events will help assess each candidate's physical fitness readiness to participate in the Long Beach Police Academy Physical Training Program:

- Take a grip strength test;
 - Trigger Pull – Must pull the trigger of a revolver six times, single-handed, with both right and left hand;
 - Perform as many push-ups as able up to 40;
 - A timed one and a half mile run on a flat, out and back course. **Applicants who do not complete the run in less than 15 minutes and 30 seconds (15:30) will be automatically disqualified.**

Do not wait until you are in the testing process to begin a physical fitness program.

At the successful conclusion of the orientation, applicants will be scheduled for the next steps in the selection process.

BACKGROUND INVESTIGATION

Candidates successfully completing the required Physical Ability Test will advance to a thorough background investigation, which includes background assessment interviews, polygraph examination, and psychological evaluation. Results are forwarded to the Police Department's Selection Committee for final selection and medical examination.

Background Assessment Interview

The Background Assessment Interview (BAI) is conducted by Background Investigators. The investigators review the applicant's Personal History Statement (PHS) as well as all other required documents prior to the interview. Applicants are given an opportunity to explain areas of concern and it is expected that applicants will be candid and honest with their investigators during this interview and at all stages of the selection process. All information gathered during the BAI will be checked and verified during other stages of the background investigation.

Background Investigation

The Long Beach Police Department conducts an extensive and comprehensive background investigation on police recruit applicants in compliance with the California Commission on Peace Officer Standards and Training (POST). Applicants will take a polygraph and have a fingerprint examination done. The polygraph examiner and background investigation will make inquiries into areas including, but not limited to, illegal activity, recent or prolonged involvement with illegal drugs and other possible unlawful behavior. Other areas that will be investigated include:

- Personal: Name, aliases, birth date, social security number, tattoos, citizenship, etc. Relatives and acquaintances will be contacted regarding your suitability to be a police officer.
- Education: High School, college, trade school, and any other sources of diplomas, certificates and degrees received, or in progress, will be verified through sealed official transcripts.
- Residences: Residences for the last 10 years will be verified.
- Employment: All employment history, including part time and voluntary jobs, will be verified and inquiries will be made with current and past employers and co-workers.
- Military Service: Registration with the Selection Service System will be verified. Military Service Records will be evaluated, if applicable.
- Financial: Inquiries relative to responsibility, dependability, maturity, and liability as these related to meeting financial obligations will be evaluated. You will be required to submit a sealed Experian® Credit Profile as part of your required documentation.
- Legal: Criminal inquiries will be made at the local, state, national, and if necessary, international level. Investigation will be made into all possible and actual criminal conduct. Arrests and convictions will be evaluated on a case by case basis (a misdemeanor conviction in and of itself is not necessarily a disqualifying factor).
- Motor Vehicle Operation: Behavior as it relates to driving ability and judgment will be reviewed, as well as, verification of required automobile insurance.

Oral Interview

The oral interview panel consists of one Long Beach Police Officer and one community member. Several structured questions will be posed to each applicant. The questions are designed to evaluate the applicant's knowledge of relevant topics and assess their communication skills. The better prepared applicant will have a good working knowledge of the City of Long Beach, its rich diversity, and the many events and attractions that make Long Beach great.

PRE-EMPLOYMENT PSYCHOLOGICAL SCREENING

Candidates will be required to pass a psychological screening designed specifically for the position of Police Recruit.

Selection Standards

POST sets the minimum standards for peace officers in the State of California. POST guidelines provide the following five (5) major categories that the Long Beach Police Department consider during the hiring process:

- Moral Character: Integrity, Impulse Control/Attention to Safety, Substance Abuse and Other Risk Taking Behavior.
- Handling Stress and Adversity: Stress Tolerance as well as Confronting and Overcoming Problems, Obstacles, and Adversity.
- Work Habits: Conscientiousness, Dependability, and Attention to Detail.
- Interactions with Others: Interpersonal Skills and Teamwork.
- Intellectually-Based Abilities: Decision Making and Judgment, Learning Ability, and Communication Skills

Selection Committee

Applicants who complete all aspects of the background investigation phase of the hiring process are presented for selection to the Selection Committee of the Long Beach Police Department.

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